

Do you keep records of situations? Can we access them?

Created by Corey Tutewiler

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We keep records of all student infractions. Reports can be requested by your district throughout the school year.

If you are a Gaggle Administrator, [you can access your Safety Management Dashboard](#) directly. [User support documentation on the dashboard is available as well.](#)

Also, if you are a Gaggle Administrator, you have the ability to run your own **Usage Report**. To do so, follow these steps:

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the **Admin** tab, located at the top of the interface.
3. In the left panel, scroll to the bottom and select **Saved Reports**.
4. Select the Add icon (+) in the top toolbar.
5. Fill out the information fields:
 - Select School: Specify the type of usage report. The type will determine the other settings fields that display.
 - All Schools: Mark the All Schools checkbox to include all schools in the usage report.
 - Report Type: Specify the type of usage report. The type will determine the other settings fields that display. This page is dedicated to the School Report type.
 - Report Name: Choose a name for the usage report.
 - Report Recipients: Enter email addresses for users who will receive the monthly reports. Separate individuals with a comma and a space (e.g. support@gaggle.net, sales@gaggle.net).
 - State Date: Select a start date for the timeframe of the usage report.
 - End Date: Select an end date for the timeframe of the usage report.
 - Summarize from School Year Start: Automatically have the report begin from the start of the school year.
 - Show Student Id Instead of Name: Display Student Gaggle IDs instead of names for discretion.
6. Select the **Save & Run** icon in the top toolbar to finish.

No labels